

BASIC TELECOMMUNICATIONS

Student Rules and Regulations

Welcome to the South Carolina Criminal Justice Academy. In order to insure that your stay here is a safe and pleasant one, and to keep our operations in compliance with existing State and Federal laws, fire regulations and Academy policies, the following information is for your guidance.

ATTIRE

- ☐ Students are required to wear their departmental uniform or proper office attire to class.
- ☐ For male students this will include slacks or khakis with button shirt or ban Lon shirt with collar.
- ☐ For female students this will include skirts, dresses, or slacks with shirt or blouse – NO SPAGHETTI STRAPS OR TANK TOPS.
- ☐ JEANS, SHORTS, T-SHIRTS, OR FLIP FLOPS ARE NOT ALLOWED IN CLASS. These items may be worn after class hours. Individuals who dress inappropriately will not be allowed to continue attending class.

DORMITORY / CLASSROOM RULES

- ☐ The 911 Telecommunication class will begin at **7:30 AM** on Monday morning. Training manuals will be provided for each student. Students will need to bring pen(s), pencil(s), and highlighter.
- ☐ Students must arrive on **Sunday at 6:00 PM** for a mandatory orientation. Linen will be issued at that time; however, you must bring your own personal items such as wash cloth, bath towel, soap, etc.
- ☐ Park only in designated parking areas. Do not park in staff spaces, on the grass, yellow lines, handicap parking (unless appropriate) or other undesignated areas. 911 students are permitted to park in the parking lot next to the Hall of Fame and CJA main building.
- ☐ There is a **10:00 PM** curfew for all students staying in the dormitories. This assists in providing security as well as quiet time for others.
- ☐ Students will be given a nametag for your dormitory room door.

Please fill it out properly and place it in the slot provided on your dormitory room door. Please familiarize yourself with the Dormitory and Cafeteria Rules which are posted in all dormitory rooms.

☐ Visits by members of the opposite sex are prohibited in dormitory rooms. Socializing and visiting in the hallways is also prohibited, as other students may be disturbed. Students may not exchange or move into another dormitory room for any reason without clearance from the Students Housing Manager.

☐ Students should hang up clothing, dust the top of their dresser and desk, empty their trashcans into the larger trash bins on that floor, make their bed and remove all items from bathrooms, counter tops and the floor. Personal items should be neatly arranged on dressers and desks. Footgear should be placed underneath the bed. Students are responsible for vacuuming their own room. Vacuum cleaners, toilet tissue, and trash bags are located in the Laundry Rooms. The janitorial staff will clean showers and bathrooms. **DO NOT** affix anything to the walls.

☐ For security of personal property, students **MUST** provide a lock for the locker in their dormitory room. **THE ACADEMY IS NOT RESPONSIBLE FOR LOSS OF PERSONAL PROPERTY; THEREFORE, SECURE ALL VALUABLES IN YOUR WALL LOCKER WHEN YOU ARE NOT IN YOUR ROOM.** If valuables are left unsecured, the Housing Manager or her representative will secure (lock up) your room. Rooms will be inspected daily and violations noted.

☐ The Criminal Justice Academy is a tobacco free facility, to include dormitory rooms. Use of tobacco products is permitted in the outdoor areas wherever proper receptacles are provided. The spitting of chewing tobacco and smokeless tobacco on the grass and walkways is prohibited.

☐ Alcoholic beverages, illegal drugs and gambling are prohibited in and around Academy premises. Persons believed to be under the influence of alcohol, will be required to take a breath test to determine the level of intoxication. Intoxication will result in removal from the Academy and filing of appropriate charges.

☐ No food is allowed in the classroom or hallways – water is allowed if in spill-proof container.

☐ No cell phones allowed in the classroom, hallways, or front lobby.

☐ When walking in hallways, please stay to the right of aisle to prevent blocking of oncoming traffic. Do not congregate in the hallways. Do not wear hats in the building.

☐ There will be no fraternization by any student with inmates working at the Academy.

☐ Please refrain from going into the following areas: Administrative offices, range access road, inmate areas, audio-visual areas, maintenance shops, lab, or other classrooms.

☐ Your conduct here should be of the highest standard and appropriately represent your agency and your profession. **NO** horseplay and/or pranks will be condoned at any time.

☐ A Lost and Found is available in the Student Housing Manager's Office, located in Room W126 in the West Dormitory. For assistance with Lost and Found items, you can contact the Housing Manager between the hours of 7:00 AM and 3:00 PM or night security between the hours of 6:00 PM to 6:00 AM.

☐ Because the Academy operates on a controlled heating and air conditioning system, windows in the dormitory rooms do not open.

The heating and air conditioning equipment for the dormitories are operated by Energy Management programs. Hours of operation are 4:00 PM until 7:50 AM, Sunday through Friday.

☐ Should an emergency situation, illness, or injury occur during training, the Basic Training Coordinator should be notified of the situation immediately. Any issue resulting in missed classroom time will be evaluated case by case by the Basic Training Coordinator.